

**ciarb.**

# Application for Associate grade membership via Ciarb's Equivalent Practical Knowledge route



The Equivalent Practical Knowledge (EPK) route gives you the opportunity to become an Associate grade (ACI Arb) member of Ciarb. Before submitting your application, review the form below carefully.

If you have any questions about how to complete the form, or require guidance on any aspect of Ciarb membership, contact the Membership Services Team at [memberservices@ciarb.org](mailto:memberservices@ciarb.org) or on +44 (0)20 7421 7447.

## Application criteria

To be considered for Associate membership via Ciarb's Equivalent Practical Knowledge route, you must meet the following criteria:

- Demonstrate at least six months of professional experience in dispute avoidance or dispute management. This experience may include participation or role as an arbitrator, mediator, adjudicator, tribunal secretary, in-house legal counsel, case counsel, expert witness, legal counsel, or other professional roles involving ADR processes in dispute management or dispute avoidance that have resulted in a written decision.
- Demonstrate foundational knowledge across all areas of the Ciarb ADR competence framework, relevant to the chosen pathway. Assessment will be based on the three core competence areas: Practice and Procedure, People and Communication, and Outcome. The Ciarb competence framework for Associate-level membership is provided as Appendix A for reference.

## Application cost

All new membership applications must be accompanied by payment of the first year's subscription fee and a one-off, non-refundable application fee. The application fee is £130 or £75, depending on your country of residence. Ciarb membership is charged on an annual basis.

Your first year's subscription fee will be calculated on a pro-rata basis, depending on the date your application is submitted.

[View the membership subscription fees by country.](#)

# Application requirements

To apply, complete all sections of this application form and prepare the following documents for upload:

## 1. CV – your CV must be submitted in PDF format and include:

- Contact information
- Education and qualifications
- Professional experience, including roles, responsibilities, and details demonstrating your involvement in dispute resolution processes
- Records of appointments or engagements that demonstrate first-hand experience in dispute avoidance or dispute management
- List of relevant certifications and professional development
- List of publications and presentations (if applicable)
- Professional affiliations
- Awards and honours

### Do not include:

- Assertions about your standing or reputation in the profession
- Details of earnings or income
- Photographs

## 2. Reference letter

You must submit one reference letter from an individual who can verify your minimum six months of relevant experience. Your referee should:

- Have first-hand knowledge of your involvement in a dispute avoidance or dispute management matter
- Preferably be an arbitrator, mediator or adjudicator
- Provide their contact information (email and telephone number)
- Clearly describe:
  - I. The nature of the ADR matter
  - II. Your role and responsibilities
  - III. Your involvement and contribution
  - IV. The outcome of the case

The reference letter must be written on business-headed paper, addressed to the Head of Membership Services at Ciarb, and submitted in PDF format.

# Appendix A – Ciarb competence framework

## ADR framework for Associates

	1. ADR core process-specific areas	2. ADR Strategy and skill areas	3. Application of ADR knowledge, including professional practice including ethics
<b>A. Process and Procedure Competences</b>	<b>A1. Ensures procedures and processes are appropriately set-up in accordance with the relevant rules and principles.</b>	<b>A2. Proactively, strategically, and effectively case manages at every stage.</b>	<b>A3. Differentiates between ADR roles and processes and proactively self-manages when switching role or process.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Identifies the difference between public and private dispute resolution.</li> <li>- Identifies the contractual basis for arbitration, mediation, and adjudication.</li> <li>- Recognises key rules and principles relevant to these disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the role of mediator, arbitrator, and adjudicator in case management.</li> <li>- Recognises typical process/procedure issues for adjudicators, arbitrators, and mediators.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the key features of arbitration, mediation, and adjudication.</li> <li>- Identifies typical features and responsibilities of arbitrators, mediators, and adjudicators.</li> </ul>
<b>B. People and Communication Competences</b>	<b>B1. Creates a safe, fair, inclusive, and process-appropriate environment.</b>	<b>B2. Actively communicates, listens, and engages effectively and process-appropriately with all participants.</b>	<b>B3. Complies with ethical and practice standards, and actively engages in reflective practice.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Recognises the concept of conflict of interest.</li> <li>- Identifies key factors in each discipline in ensuring safe, fair, inclusive, and procedure-appropriate interaction.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies key communication skills required by arbitrators, mediators, and adjudicators.</li> <li>- Recognises differences and limitations to interaction with participants in the different disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>- Recognises the Ciarb ethical and practice standards.</li> <li>- Undertakes to adhere to the Ciarb ethical and practice standards.</li> <li>- Completes a reflective practice exercise.</li> </ul>
<b>C. Outcome Competences</b>	<b>C1. Effectively gathers, analyses, and uses information and evidence, relevant legal and other principles to assist the parties' dispute resolution.</b>	<b>C2. Effectively applies strategies and skills for managing information, evidence, and witnesses/experts as appropriate to the ADR discipline.</b>	<b>C3. Effectively discharges responsibility in relation to outcome as appropriate to the ADR discipline.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Identifies what is considered relevant information in diverse types of ADR.</li> <li>- Recognises core legal principles relevant to mediation, arbitration, adjudication.</li> </ul>	Identifies the key elements of the distinct roles of mediators, arbitrators, and adjudicators in managing information, evidence, and participation.	<ul style="list-style-type: none"> <li>- Identifies the role of the arbitrator, mediator, and adjudicator in the outcome.</li> <li>- Recognises core outcome features and global variation in practice.</li> </ul>

# Arbitration framework for Associate

<b>A. Process and Procedure Competences</b>	<b>A1. Plans, manages, and concludes the arbitration procedure in accordance with the applicable procedural rules and principles.</b>	<b>A2. Actively and strategically manages the arbitration procedure from inception to award.</b>	<b>A3. Differentiates between ADR roles and processes and proactively self-manages when switching role or process.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Identifies the difference between public and private dispute resolution.</li> <li>- Identifies the contractual basis of arbitration, mediation, and adjudication.</li> <li>- Recognises how key rules and principles underpin and constrain arbitration.</li> </ul>	<ul style="list-style-type: none"> <li>- Recognises core terminology and basic procedural steps in arbitration.</li> <li>- Recognises the importance of procedure in creating a binding award.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the difference between adjudicative and non-adjudicative processes.</li> <li>- Identifies the key features of arbitration, mediation, and adjudication.</li> <li>- Recognises typical features and responsibilities of arbitrators, mediators, and adjudicators.</li> </ul>
<b>B. People and Communication Competences</b>	<b>B1. Enables and enforces an environment of safe, fair, inclusive, and procedure-appropriate interaction.</b>	<b>B2. Actively communicates to enable effective and procedurally compliant participation from all involved.</b>	<b>B3. Complies with equality, diversity, and inclusion (EDI), ethical and practice standards, and actively engages in reflective practice.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Recognises the concept of conflict of interest.</li> <li>- Identifies key duties of arbitrators in ensuring procedure-appropriate interaction.</li> <li>- Identifies the importance of equality, diversity, inclusion, and cultural awareness in ADR.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the communication and digital skills required by effective arbitrators, mediators, and adjudicators.</li> <li>- Recognises typical limitations on how arbitrator and participants may interact.</li> </ul>	<ul style="list-style-type: none"> <li>- Recognises and manages ethical issues.</li> <li>- Identifies Ciarb ethical and practice standards.</li> <li>- Completes a reflective practice exercise.</li> </ul>
<b>C. Outcome Competences</b>	<b>C1. Applies understanding of the relevant legal principles and evidence gathering techniques, to develop a view, based on facts, legal principles, and sector-specific insight.</b>	<b>C2. Manages evidence, hearings, procedural and sector expertise tactically to maximise the opportunity for a legally sound and uncontested award.</b>	<b>C3. Structures, writes and evidences awards congruent with relevant rules, principles and ethical standards that withstand scrutiny.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Identifies what is considered relevant information in different types of ADR.</li> <li>- Recognises core legal principles underpinning arbitration, such as the law of evidence, contract, and negligence.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies core skills in managing evidence and information in substance and in law.</li> <li>- Identifies key elements in producing a sound and uncontested award.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the arbitrator's role in award writing.</li> <li>- Recognises core features of a binding award.</li> <li>- Recognises global variation in practice.</li> </ul>

# Mediation framework for Associate

<b>A. Process and Procedure Competences</b>	<b>A1. Creates and maintains a safe, flexible, and fair process.</b>	<b>A2. Manages the mediation process proactively.</b>	<b>A3. Differentiates between ADR roles and processes and proactively self-manages when switching role or process.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Identifies the difference between public and private dispute resolution.</li> <li>- Recognises the contractual bases for arbitration, mediation, and adjudication,</li> <li>- Identifies core principles and different forms of mediation.</li> </ul>	<ul style="list-style-type: none"> <li>- Recognises core terminology and process stages of mediation.</li> <li>- Identifies the typical phases of a mediation and the role of process in creating alternative workable futures.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the difference between adjudicative and non-adjudicative processes.</li> <li>- Identifies the key features of arbitration, mediation, and adjudication.</li> <li>- Recognises typical features and responsibilities of arbitrators, mediators, and adjudicators.</li> </ul>
<b>B. People and Communication Competences</b>	<b>B1. Creates an environment enabling all participants to engage with the process.</b>	<b>B2. Builds and maintains interaction and communication with all parties throughout the process.</b>	<b>B3. Complies with equality, diversity, and inclusion (EDI), ethical and practice standards, and actively engages in reflective practice.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Recognises the concept of conflict of interest.</li> <li>- Identifies what appropriate interaction looks like and the duties of the mediator in its creation and maintenance.</li> <li>- Identifies relevance of equity, diversity, inclusion, and cultural awareness in ADR.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the communication and digital skills required by arbitrators, mediators, and adjudicators.</li> <li>- Recognises typical limitations on how mediator and participants may interact.</li> </ul>	<ul style="list-style-type: none"> <li>- Recognises the Ciarb ethical and practice standards.</li> <li>- Undertakes to adhere to the Ciarb ethical and practice standards.</li> <li>- Completes a reflective practice exercise.</li> </ul>
<b>C. Outcome Competences</b>	<b>C1. Facilitates generation of ideas to develop workable, alternative futures.</b>	<b>C2. Enables parties to exchange and test information to identify mutually acceptable outcomes.</b>	<b>C3. Oversees the recording of the mediation outcome in line with the mediation and jurisdictional context.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Identifies what is considered relevant information in diverse types of ADR processes.</li> <li>- Identifies the roles of creating and claiming value in alternative futures.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the role of information exchange and negotiation techniques in developing workable outcomes.</li> <li>- Recognises the role of testing possible solutions in arriving at mutually acceptable outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the mediator role in documenting mediation outcomes.</li> <li>- Recognises contextual variation in mediation agreements.</li> <li>- Recognises global variation in practice.</li> </ul>

# Adjudication framework for Associate

<b>A. Process and Procedure Competences</b>	<b>A1. Plans, manages, and concludes the adjudication procedure in accordance with the applicable procedural rules and principles.</b>	<b>A2. Actively and efficiently manages the adjudication procedure from inception to decision.</b>	<b>A3. Differentiates between ADR roles and processes and proactively applies this to self-manage when switching role.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Differentiates public and private dispute resolution.</li> <li>- Identifies the contractual basis for arbitration, mediation, and adjudication.</li> <li>- Identifies key rules and principles in the jurisdiction.</li> </ul>	<ul style="list-style-type: none"> <li>- Recognises core terminology and basic procedural steps.</li> <li>- Recognises the importance of procedure in creating an enforceable decision.</li> </ul>	<ul style="list-style-type: none"> <li>- Defines arbitration, mediation and adjudication and the neutral role in each.</li> <li>- Identifies a range of ADR specialisms and the typical role of the third party in the specialism.</li> </ul>
<b>B. People and Communication Competences</b>	<b>B1. Enables and enforces an environment of safe, fair, inclusive, and procedure-appropriate interaction.</b>	<b>B2. Actively communicates to enable effective and procedurally compliant participation from all involved.</b>	<b>B3. Complies with equality, diversity, and inclusion (EDI), ethical and practice standards, and actively engages in reflective practice.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Recognises the concept of conflict of interest.</li> <li>- Identifies what appropriate interaction looks like and the duties of the adjudicator in its creation and maintenance.</li> <li>- Identifies relevance of equality, diversity, inclusion, and cultural awareness in ADR.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the communication and digital skills required by arbitrators, mediators, and adjudicators.</li> <li>- Recognises typical limitations on how adjudicator and participants may interact.</li> </ul>	<ul style="list-style-type: none"> <li>- Recognises the Ciarb ethical and practice standards.</li> <li>- Undertakes to adhere to ethical and practice standards.</li> <li>- Completes a reflective practice exercise.</li> </ul>
<b>C. Outcome Competences</b>	<b>C1. Applies understanding of the relevant legal framework, statutes, and evidence gathering, to develop a view based on facts and legal principles.</b>	<b>C2. Deploys sector expertise appropriately, manages submissions efficiently and evidence fairly.</b>	<b>C3. Structures and writes a decision congruent with relevant rules, legal principles, and ethical standards, which withstand scrutiny.</b>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>- Identifies information considered relevant in adjudication, mediation, and arbitration.</li> <li>- Recognises core, relevant, legal principles.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the core skills in managing evidence and information in substance and in law.</li> <li>- Identifies key elements in producing a sound and uncontested decision.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies the adjudicator role in decision-writing.</li> <li>- Identifies core features of a binding decision.</li> <li>- Recognises global variation in practice.</li> </ul>

# Application form for Associate membership via the Equivalent Practical Knowledge route

## Section A – Applicant details

Full name:

Ciarb ID:

Pathway:            ADR            Arbitration            Mediation            Adjudication

## Section B – Applicant experience and knowledge submission

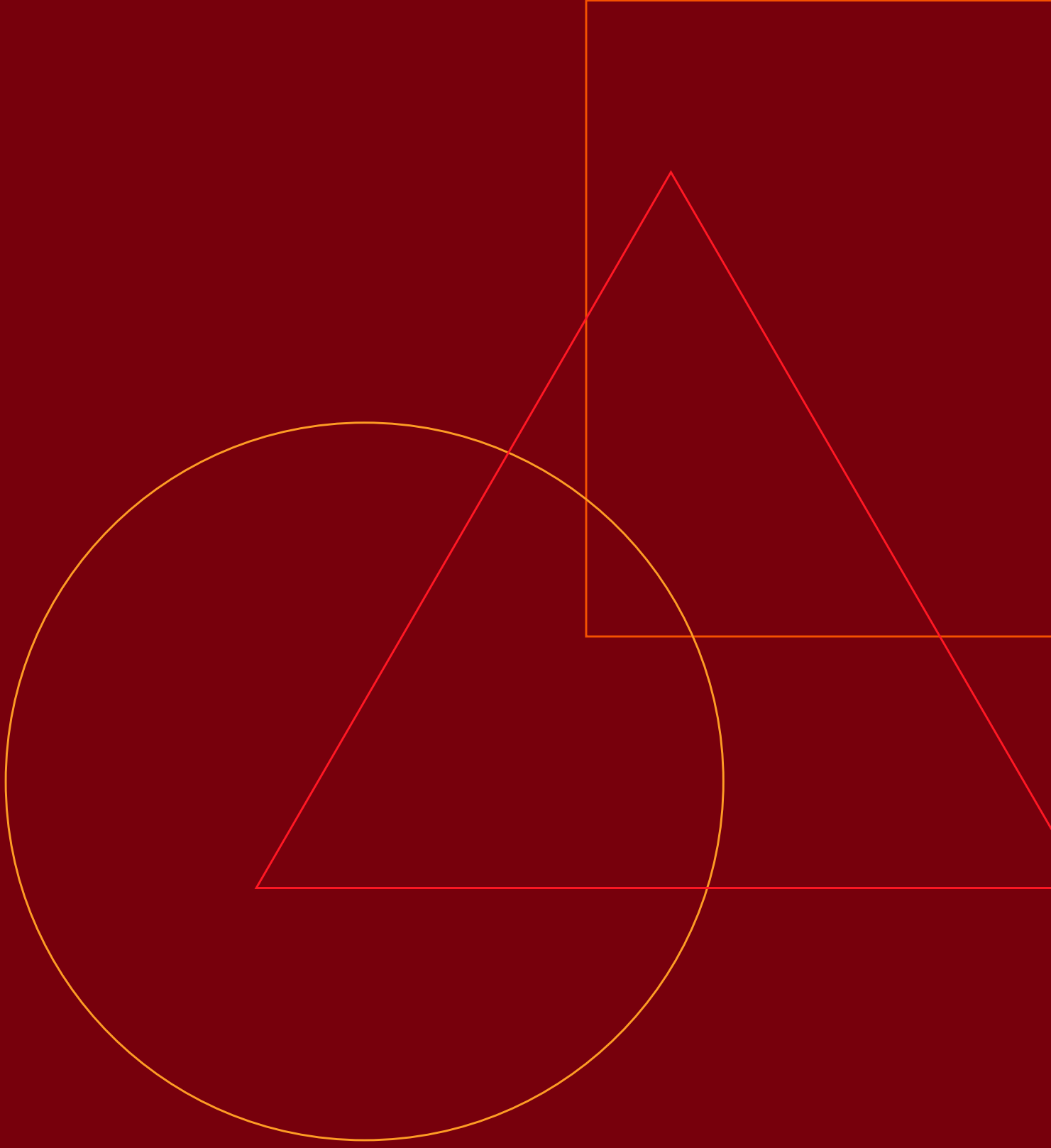
Describe your direct experience in dispute avoidance or dispute management, demonstrating how your work aligns with the Ciarb competence framework indicators relevant to your chosen admission pathway. When providing your examples, ensure that no confidential, sensitive, or identifiable case information is included.

All descriptions should remain general in nature and should not reference specific parties, organisations, or case details. Provide a concise, non confidential summary of the matter and outcome in general terms, outlining:

- The month and year in which the case or matter took place
- The general background and nature of the dispute (e.g. commercial, construction, employment, financial, real estate, family business, etc.)
- The key procedural steps you were involved in
- Your role and contributions to the dispute avoidance or dispute management process

# Summary of experience submission

# ciarb.



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